

**RELEVE PERFORMING ARTS POLICIES AND PROCEDURES  
2020-2021 DANCE YEAR**

**TUITION:**

TUITION IS DUE ON THE 1<sup>ST</sup> OF THE MONTH. ALL TUITION IS PREPAID. IF PAYING BY THE MONTH, THIS MUST BE PAID WITH OUR AUTOMATED DEBIT WITHDRAWAL PROGRAM. YOU MUST HAVE A CREDIT OR DEBIT CARD ON FILE THAT IS CURRENT; THIS FORM MUST BE COMPLETED IN PERSON OR ONLINE BEFORE A CHILD CAN ATTEND CLASSES. THIS IS TO AVOID A \$15.00 LATE CHARGE IF YOU DON'T GET INTO THE STUDIO TO PAY ON OR BEFORE THE 1<sup>ST</sup>. STUDENTS WILL NOT BE ABLE TO ATTEND CLASS IF TUITION IS NOT CURRENT. IF THE AUTOMATIC WITHDRAWAL IS RETURNED YOU WILL BE CHARGED \$15.00 WHEN YOU PAY YOUR TUITION. LAST TUITION FOR THE YEAR IS MAY 2020 WHICH IS PAID AT TIME OF REGISTRATION. RETURNED CHECKS WILL HAVE A \$20.00 CHARGE DUE WITH TUITION WHEN IT IS PAID CURRENT. **ALL TUITION AND FEES ARE NON-REFUNDABLE**

**REGISTRATION FEE:**

A \$20.00 REGISTRATION **NON-REFUNDABLE** FEE AND YOUR FIRST AND LAST MONTH'S TUITION IS DUE BEFORE A CHILD WILL BE ABLE TO ATTEND CLASSES.

**WITHDRAWALS:**

ONE (1) MONTH NOTICE FROM THE FIRST OF THE MONTH IS REQUIRED TO DISCONTINUE ANY CLASS AND MUST BE MADE BEFORE THE 10<sup>th</sup> OF THE MONTH OR THE NEXT MONTH'S TUITION WILL BE CHARGED. YOU MUST FILL OUT A DROP FORM; WE WILL NOT ACCEPT AN EMAIL. WE MUST HAVE IT ON FILE BEFORE YOUR DEBIT-CREDIT CARD WILL NOT BE CHARGED. NO WITHDRAWALS WILL BE ACCEPTED AFTER APRIL 1<sup>ST</sup>. THE MAY TUITION IS CHARGED AT TIME OF REGISTRATION AND IS **NON-REFUNDABLE** EVEN IF YOU WITHDRAWAL BEFORE MAY.

**RECITAL FEE:**

A \$50.00 **NON-REFUNDABLE** RECITAL FEE IS DUE BY October 15<sup>TH</sup>. THE FEE IS FOR ONE CHILD, MULTIPLE FAMILY MEMBERS IT WILL BE A MAX OF \$75.00. RECITAL FEE HELPS COVER THE COST OF THE VENUE AND INCLUDES ONE (1) RECITAL PROGRAM PER FAMILY AND A DIGITAL COPY OF THE RECITAL VIDEO. IF YOU ARE ON AUTO PAY YOUR CARD WILL BE CHARGED AUTOMATICALLY. **ALL STUDENTS ENROLLED ARE REQUIRED TO PARTICIPATE AT RECITAL AND ARE REQUIRED TO PAY THE RECITAL FEE. RECITAL FEES ARE NON-REFUNDABLE. RECITAL IS NOT OPTIONAL.**

**COSTUME FEE:**

A \$75.00 **NON-REFUNDABLE** PER CLASS COSTUME FEE IS DUE BY OCTOBER 15<sup>th</sup>. THE FEE WILL BE AUTOMATICALLY CHARGED AT THIS TIME. COSTUME FEE INCLUDES: COSTUME, HAIR PIECES, SHOE TIES, PROPS, ETC. **ALL STUDENTS THAT ENROLL IN A RECITAL CLASS ARE REQUIRED TO PURCHASE A COSTUME AND PARTICIPATE AT RECITAL. COSTUME FEES ARE NON-REFUNDABLE**

**RECITAL AND COSTUME FEE OPTION:**

YOU CAN PAY THESE FEES IN 3 EVEN PAYMENTS DURING THE MONTHS OF SEPTEMBER, OCTOBER & NOVEMBER. THIS WILL BE CHARGED ON THE 1<sup>ST</sup> OF THE MONTH WITH THE MONTHLY TUITION.

**NON-REFUNDABLE**

**RECITAL TICKETS:**

TICKETS ARE \$10.00 AND CAN BE PURCHASED AHEAD OF THE RECITAL OR AT THE DOOR. PURCHASING YOUR TICKETS BEFORE THE RECITAL ENSURES THAT YOU AND YOUR FAMILY WILL HAVE A SEAT. EACH CHILD WILL RECEIVE 2 FREE TICKETS.

**RECITAL AWARDS:**

ALL STUDENTS WILL RECEIVE EITHER A CERTIFICATE, MEDAL OR TROPHY FOR THE APPROPRIATE AMOUNT OF YEARS COMPLETED IN THEIR DANCE TRAINING. 1-4 YEARS RECEIVES A CERTIFICATE, 5-9 YEARS RECEIVES A MEDAL AND 10+ RECEIVES A TROPHY

**RISING STAR AWARD:** THE RISING STAR AWARD IS GIVEN TO A DANCER THAT SHOWS GREAT POTENTIAL WITHIN THEIR DANCE TRAINING AND WHO ALSO DEMONSTRATES PUNCTUALITY TO CLASS AND WHO IS RESPECTFUL TO THEIR TEACHERS AND PEERS. THE RISING STAR WILL RECEIVE A CERTIFICATE AND ONE (1) CLASS FOR FREE FOR ONE (1) SEMESTER.

**TEACHER'S CHOICE AWARD:** THE TEACHER'S CHOICE IS GIVEN TO A DANCER THAT HAS CAUGHT THEIR TEACHER'S EYE THROUGHOUT THE YEAR WITH THEIR PERSONALITY, RESPECT TO THEIR TEACHERS AND PEERS AND THEIR DANCE ABILITY. THE TEACHER'S CHOICE IS A GREAT HONOR AND WILL RECEIVE A CERTIFICATE ALONG WITH BRAGGING RIGHTS.

**STUDENT OF THE YEAR (SOTY):** THE SOTY IS GIVEN TO A DANCER WHO HAS PUT IN HOURS OF HARD WORK TO OBTAIN THIS HONOR. THE SOTY IS A COMBINATION OF THE RISING STAR AND TEACHER'S CHOICE BUT WHO HAS DEMONSTRATED TOP ACHIEVEMENT IN THEIR DANCE TRAINING. THE STUDENT OF THE YEAR IS AN ALL AROUND REPRESENTATION OF RPA, DEMONSTRATING PUNCTUALITY, RESPECT, WILLINGNESS TO HELP THEIR PEERS AND EXCEPTIONAL DANCE ABILITY. THE SOTY WILL RECEIVE ONE (1) CLASS FOR FREE FOR ONE (1) YEAR, PAID TUITION TO NUVO DANCE CONVENTION, A CERTIFICATE AND THEIR PICTURE ON THE WALL IN THE STUDIO LOBBY.

**ATTIRE:**

ATTIRE FOR ALL CLASSES IS STRICTLY ENFORCED. HAIR MUST BE PULLED BACK AWAY FROM FACE AT ALL TIME. STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS IF THESE REQUIREMENTS ARE NOT ABIDED BY.

**BALLET/TAP COMBO:** ANY COMBINATION OF BLACK OR PINK LEO AND TIGHTS. SUNTAN TIGHTS REQUIRED FOR RECITAL

**BALLET:** YOUR CHOICE OF CLASSROOM STYLE LEO (not a costume Leo) AND TIGHTS. SUNTAN TRANSITION AND PINK TIGHTS REQUIRED FOR RECITAL

**ACRO:** LEO OR SHORTS AND SPORTS BRA/TANK TIGHTS OPTIONAL. LIGHT SUNTAN STIRRUP TIGHTS REQUIRED FOR RECITAL

**JAZZ:** LEO, LEGGINGS, SHORTS, SPORTS BRA/TANK OR SHIRT, AND TIGHTS. SUNTAN TRANSITION TIGHTS REQUIRED FOR RECITAL

**LYRICAL:** LEO, SKIRT, SHORTS, LEGGING, SPORTS BRA/TANK OR SHIRT, AND TIGHTS. SUNTAN STIRRUP TIGHTS REQUIRED FOR RECITAL

**HIP HOP:** LOOSE OR ATHLETIC WORKOUT CLOTHING. NO SCHOOL CLOTHES.

**TUMBLING:** SHORTS AND SPORTS BRA/TANK NO TIGHTS.

REQUIRED SHOES:

- BALLET/TAP Combo – PINK BALLET SLIPPERS (BOYS: BLACK), BLACK TAP SHOES
- JAZZ – TAN JAZZ SHOES
- LYRICAL – TAN BODY WRAPPERS (LYRICAL SHOES)
- BALLET – PINK BALLET SLIPPERS (BOYS: BLACK)

- HIP HOP – SLICK SOLE TENNIS SHOES (PLEASE NO OUTSIDE SHOES)
- ACRO – TAN BODY WRAPPERS/LYRICAL SHOES
- TUMBLING – BARE FEET

**DISCIPLINE:**

BEHAVIOR IN THE CLASSROOM IS EXPECTED TO BE OF THE HIGHEST RESPECT FOR OUR INSTRUCTORS. IF A CHILD SHOULD BECOME DISRUPTIVE, WARNINGS WILL FOLLOW AS SUCH:

1. VERBAL WARNING
2. PRIVILEGE TO PARTICIPATE IN CLASS REMOVED
3. DANCER WILL BE ASKED TO LEAVE THE ROOM, INSTRUCTOR WILL CALL PARENT AND DISCUSS.

SHOULD A STUDENT BE CONTINUALLY DISRUPTIVE TO THE CLASSROOM AND IF THE CHILD IS ASKED TO LEAVE THE ROOM ON THREE DIFFERENT OCCASIONS WITHIN A 3 MONTH PERIOD, THE CHILD WILL BE ASKED TO WITHDRAW FROM THE CLASS AND WILL BE OFFERED A DIFFERENT TYPE OF CLASS AND/OR DIFFERENT INSTRUCTOR.

**INCLEMENT WEATHER:**

RPA WILL FOLLOW OWASSO PUBLIC SCHOOL CLOSINGS FOR INCLEMENT WEATHER. WE WILL ALWAYS POST CLOSINGS ON OUR FACEBOOK PAGE AND SEND AN EMAIL. IF THE STUDIO MUST CANCEL CLASSES DUE TO EXTREME WEATHER CONDITIONS OR EVENTS BEYOND OUR CONTROL SUCH AS A POWER OUTAGE, THERE WILL BE NO REFUNDS ISSUED.

**MAKE-UP CLASSES:**

IF RPA CANCELS A CLASS UNEXPECTEDLY, A MAKEUP CLASS WILL BE ANNOUNCED. RPA WILL PROVIDE A SUBSTITUTE TEACHER WHEN A TEACHER BECOMES ILL OR OTHERWISE UNABLE TO TEACH.

**HOLIDAYS:**

RPA WILL HONOR ALL HOLIDAYS THAT OWASSO PUBLIC SCHOOLS ARE CLOSED FOR MINUS MLK DAY AND PRESIDENTS DAY. THERE WILL BE NO ADJUSTMENT IN TUITION FOR HOLIDAYS.

**SUBSTITUTIONS:**

RPA RESERVES THE RIGHT TO PROVIDE A SUBSTITUTE TEACHER IF THE REGULARLY SCHEDULED INSTRUCTOR IS ILL OR OTHERWISE UNABLE TO TEACH.

**PARENTS RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS:**

IT IS THE RESPONSIBILITY OF THE PARENT OR ADULT STUDENT TO BE AWARE OF ALL RPA FUNCTIONS SUCH AS VIEWING DAYS, RECITALS, PERFORMANCES AND DATES THE STUDIO IS OPEN AND CLOSED. RPA USES FACEBOOK, EMAILS, AND BULLETIN BOARDS TO KEEP YOU INFORMED.

**STUDIO/CLASSROOM:**

CONDUCT: THE STUDIO LOBBY AND CLASSROOMS ARE NOT TO BE USED FOR A PLAYGROUND OR AS AN ARENA FOR CRITIQUING THE STUDENTS AND/GOSSIPING ABOUT OTHERS. PLEASE BE COURTEOUS AND RESPECTFUL; ABSOLUTELY NO RUNNING OR LOUD NOISES. PLEASE DO NOT KNOCK ON THE DOORS OR WALK THRU THE CLASS ROOMS.

**CLASSROOM RULES/CONDUCT:**

1. DO NOT TOUCH THE MIRRORS- OUR GLASSLESS SAFETY MIRRORS ARE MADE OUT OF MYLAR AND THOUGH THEY WILL NOT SHATTER THEY ARE FAIRLY EASY TO SCRATCH AND CREASE. ANY STUDENT WHO IS CAUGHT DAMAGING OUR MIRRORS WILL BE RESPONSIBLE FOR REPLACING IT. EACH MIRROR IS \$400.00. PLEASE EMPHASIZE THE IMPORTANCE TO YOUR CHILD.
2. DO NOT HANG OR PLAY ON THE BALLET BARS.
3. DO NOT TOUCH TOYS, PROPS, MATS, ETC., UNLESS YOUR TEACHER IS USING THEM.
4. NO CELL PHONES ALLOWED IN THE STUDIO.
5. NO FOOD OR DRINKS ARE ALLOWED IN THE STUDIO, EXCEPT WATER WITH A TIGHT LID ON IT.
6. DO NOT TOUCH THE STEREO.
7. NO GUM DURING DANCE CLASS.
8. BE QUIET AND RESPECTFUL TO OTHER STUDENTS WHILE YOU WAIT YOUR TURN.
9. DO NOT INTERRUPT YOUR TEACHER.
10. PLEASE TAKE YOUR CHILD TO THE RESTROOM BEFORE CLASS.
11. DO NOT MAKE FUN OF OR CORRECT OTHER STUDENTS. RPA HAS A ZERO TOLERANCE POLICY FOR BULLYING.
12. STUDENTS MAY NOT LEAVE THE ROOM FOR ANY REASON DURING CLASS WITHOUT PERMISSION FROM THEIR TEACHER.
13. PARENTS/FRIENDS ARE NOT ALLOWED IN CLASS EXCEPT FOR THE PRE-SCHEDULED PARENT VIEWING WEEKS. OCCASIONALLY THERE IS AN EXCEPTION IF THE STUDENT IS HAVING A HARD TIME ADJUSTING TO A NEW CLASS FOR BEHAVIORAL ISSUES. VISITING FAMILY MEMBERS ARE NOT AN EXCEPTION TO THIS RULE.
14. LISTEN AND BE RESPECTFUL TO YOUR TEACHER.
15. TRY YOUR BEST AND WORK HARD.

**LOBBY CONDUCT:**

THE STUDIO LOBBY AND CLASSROOMS ARE NOT TO BE USED FOR A PLAYGROUND OR AS AN ARENA FOR CRITIQUING THE STUDENTS OR GOSSIPING ABOUT OTHER DANCE STUDENTS AND THEIR FAMILIES. PLEASE BE COURTEOUS AND RESPECTFUL. ABSOLUTELY NO RUNNING, THROWING, KICKING OF ITEMS OR LOUD NOISES. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN'S ACTIONS AND PICKING UP WHAT THEY PLAY WITH IN THE LOBBY. PLEASE DO NOT KNOCK ON THE DOORS OR WALK THRU THE CLASS ROOMS. RESTROOM USE IS TO BE DONE BETWEEN CLASSES ONLY.

**TARDIES:** IF YOU DRIVE YOURSELF TO CLASS AND ARE CONSISTENTLY LATE, YOU MAY BE ASKED TO OBSERVE CLASS RATHER THAN PARTICIPATE, AND YOUR PARENTS WILL BE NOTIFIED. THIS IS DISRESPECTFUL TO YOUR INSTRUCTORS AND FELLOW STUDENTS.

**CLASS PLACEMENT AND LEVELS:**

RPA STUDENTS ARE ASSIGNED A LEVEL BASED ON A COMBINATION OF CRITERIA, INCLUDING ABILITY, EXPERIENCE, COORDINATION, MATURITY, EMOTIONAL/SOCIAL/PHYSICAL NEEDS AND WORK ETHIC. OUR STUDIO PHILOSOPHY IS THAT EVERY STUDENT LEARNS BETTER IN A CLASS THAT FITS THEIR ABILITIES, NOT THEIR AGE. IF YOU'RE CONCERNED THAT YOUR CHILD IS NOT IN THE BEST CLASS PLEASE VISIT WITH YOUR TEACHER TO DISCUSS YOUR OPTIONS. IT IS OUR GOAL TO PROVIDE A NURTURING, INSPIRING AND ENCOURAGING ENVIRONMENT FOR ALL OF OUR STUDENTS TO SUCCEED IN. WE APPRECIATE YOUR RESPECT AND COOPERATION IN THIS MATTER.